

~~SECRET~~

May 15, 1957

MEMORANDUM FOR: [REDACTED]
Office of Personnel

25X1A9a

Reference our final draft on proposed Regulation [REDACTED] I suggest the following rewording for the sake of simplicity:

25X1A

Reference 1b, c, and d:

THE TABLE OF ORGANIZATION IS THE ORGANIZATIONAL AND POSITION STRUCTURE REQUIRED TO ACCOMPLISH THE WORK BURDEN IMPOSED BY OCCUPATIONAL TITLE, GRADES AND SERVICE DESIGNATIONS, AND TYPES OF POSITIONS AS FOLLOWS:

- (1) LIMITED POSITIONS: KEY, SUPERVISORY AND ANY OTHER POSITION SPECIFIED ON THE T/O AS TO MAXIMUM NUMBER OF INDIVIDUALS WHO MAY ENCUMBER AT ANY ONE TIME.
- (2) FLEXIBLE POSITIONS: NON-KEY, NON-SUPERVISORY AND OTHER POSITIONS LISTED ON THE T/O WITHOUT NUMERICAL LIMITATION AS TO ENCUMBRANCE.

Referenced 2c(1): I think we do not need this at all.

Reference 2c(4): I changed this in order to make the words conform to the preceding (1), (2), and (3) - "No increase", "No change", "No change", so that (4) reads:

- (4) NO CHANGE IN WORK ASSIGNMENT WITHIN FLEXIBLE POSITION T/O DIFFERENT FROM THE LEVEL AND TYPE PRESCRIBED.

And now I don't know why we have (3) and (4), or whether there is any difference between these two.

Reference 2d and e:

DESIRED SHIFTS IN T/O POSITIONS FROM FOREIGN FIELD TO HEAD-QUARTERS PROPOSED CHANGES IN FUNCTION OR GRADES SHALL BE MADE THROUGH EXISTING PROCEDURES (SEE 1c and d HEREWITH).

25X1A9a

[REDACTED]
Chief, Management Staff

~~SECRET~~